

6 Executive Summary

Assignment Details

In this assignment you will write an executive summary of the article you selected. The level of audience sophistication for this assignment should be considered your classmates. You should write this assignment as if the technique that is being used in the paper is going to be used at your work place and people are not familiar with the specifics. In other words, this should be written as if you were in charge of evaluating this method to solve whatever problem was outlined, given that other people on the team are going to come forward with alternative solutions.

Some important points to keep in mind:

- The article should be in 3rd-person, past tense: “The authors did things.”
- Single page, double-spaced (around 250 words). Don’t play games with margins or font size to “make it fit.”
- Bring **2** printed copies to the next class.

Grading Rubric

Grading will be based on clarity, grammar and if the summary conveys the main idea of the paper. Given that you only have one page you will need to focus on the main point of the paper with only enough details to convey that main meaning. Because this is a business situation, don’t bury the lead, don’t use unnecessary verbs and don’t spend time describing secondary details.